

UNITED STATES DISTRICT COURT DISTRICT OF CONNECTICUT



CM/ECF ATTORNEY CASE OPENING INSTRUCTIONS

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INTRODUCTION

Attorneys may electronically file new civil cases, which are initiated with a Complaint, a Notice of Removal, a Petition for Writ of Habeas Corpus, and a Petition to Quash IRS Summons.

If you realize you made a mistake and it is during normal business hours, do not proceed further but contact the Clerk's office for assistance. If you made a mistake during the case opening process and it is outside business hours, please proceed to docket the lead event to maintain/preserve the file date and send an email to QualityControl@ctd.uscourts.gov explaining the circumstances and someone will respond during business hours.

- Bridgeport (203) 579-5861
- Hartford (860) 240-3200
- New Haven (203) 773-2140

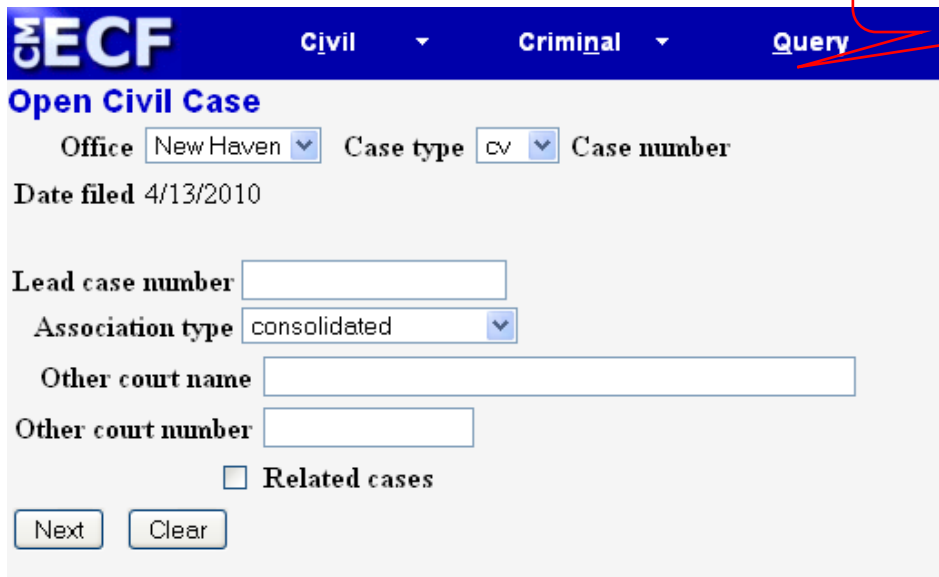
Begin with logging in [CM/ECF](#)

Select Civil from the blue menu bar >Open a Case>Civil Case

Do not make any changes to this screen. If you have a related case, after you receive your judge assignment, notify the Courtroom Deputy for the presiding judge.

Select Next

****Do not make any changes to this screen.****



ECF Civil Criminal Query

Open Civil Case

Office Case type Case number

Date filed 4/13/2010

Lead case number

Association type

Other court name

Other court number

☐ Related cases

CIVIL CASE STATISTICAL INFORMATION SCREEN

Complete the fields on this screen using the guidelines provided in the table below.

Select Next

Jurisdiction	1 (U.S. Government Plaintiff) 2 (U.S. Government Defendant) 3 (Federal Question) default 4 (Diversity) must enter citizenship for diversity case 5 (Local Question) court use only
Cause of action	Select the U.S. Civil Statute under which you are filing as cited in the initiating document.
Nature of suit	Select the primary nature of suit from the drop down list. (Refer to Civil Cover Sheet for guidance; do not use 990)
Origin	1 (Original Proceeding) used when filing an original complaint 2 (Removal from State Court) used when filing a Notice of Removal All other codes are for Court use only.
Citizenship	Complete this field only if the selected jurisdiction is diversity.
Jury demand	Complete this field only if the jury demand is contained in the initiating document.
Class action	n = no y = yes
Demand (\$000)	Dollar amount demanded in thousands, e.g. \$100,000 = 100 Leave blank for Notice of Removal
Arbitration code	Leave blank
County	County is a statistical code for the county of residence of the first listed plaintiff in all actions except U.S. government plaintiff actions. If the U.S. government is the plaintiff, enter the statistical code for the county of residence of the first listed defendant.
Fee status	Leave default; for government plaintiff set fee status to none (no fee required)
Fee date	Leave default
Date transfer	Leave blank

ADD PARTY SCREEN

The left pane contains the controls to **Add New Party** and **Create Case**. Since no participants exist for this new case, the participant tree is empty.

Refer to the Court's [Instructions for Searching and Adding Parties](#). Select Party or Create New Party for all of the parties in their appropriate roles as they appear in the caption of your initiating document. Type the party's full last name and first name in the corresponding fields and search. If you find your party's name already in the database, you may select party. If not, you must create new party.

Social Security Cases – Enter the parties as they are captioned in the initiating document. In addition, enter the party "Social Security Administration" (unabbreviated) as an "Interested Party." This will enable the General Counsel's Office, and the document production facility that produces the administrative transcripts to receive timely notification of all activity in these cases.

The screenshot shows the 'Open Civil Case' interface for adding a party. The top navigation bar includes 'ECF', 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The main area is divided into two panes. The left pane contains 'Add New Party' and 'Create Case' buttons, along with 'Collapse All' and 'Expand All' links. The right pane is titled 'Search for a party' and contains input fields for 'Last / Business Name' (with 'doe' entered), 'First Name', and 'Middle Name'. A 'Search' button is below these fields. The 'Search Results' section shows a list with 'Doe, Jane' and 'Doe, John'. At the bottom of the right pane are 'Select Party' and 'Create New Party' buttons.

PARTICIPANT SCREEN

The *Role* field is defaulted to Defendant as shown below. ****This must be changed to the appropriate role.****

If you have descriptive information for a party as reflected in the case caption, enter the description in the party text field. Leave all other fields blank. Do not enter address information.

When the user clicks the **Add Party** button on the Party Information screen, the party will be added to the participant tree.

Select Add Party

The screenshot shows the ECF (Electronic Case Filing) interface. The top navigation bar includes links for Civil, Criminal, Query, Reports, Utilities, Search, and Log Out. The main section is titled "Open Civil Case" and contains two buttons: "Add New Party" and "Create Case". Below these are links for "Collapse All" and "Expand All". The "Party Information" section for "Jane Doe" includes the following fields:




- Title: [Text Field]
- Role: Defendant (dft.pty) [Dropdown Menu]
- Pro se: No [Dropdown Menu]
- Prisoner Id: [Text Field]
- Unit: [Text Field]
- Office: [Text Field]
- Address 1: [Text Field]
- Address 2: [Text Field]
- Address 3: [Text Field]
- State: [Text Field]
- Zip: [Text Field]
- City: [Text Field]
- Country: [Text Field]
- Prison: [Dropdown Menu]
- Phone: [Text Field]
- Fax: [Text Field]
- E-mail: [Text Field]
- Party text: [Text Field]
- Start date: 3/29/2010 [Text Field]
- End date: [Text Field]
- Corporation: no [Dropdown Menu]
- Notice: yes [Dropdown Menu]

A red box highlights the Role field with the text: ****This must be changed to the appropriate role.****

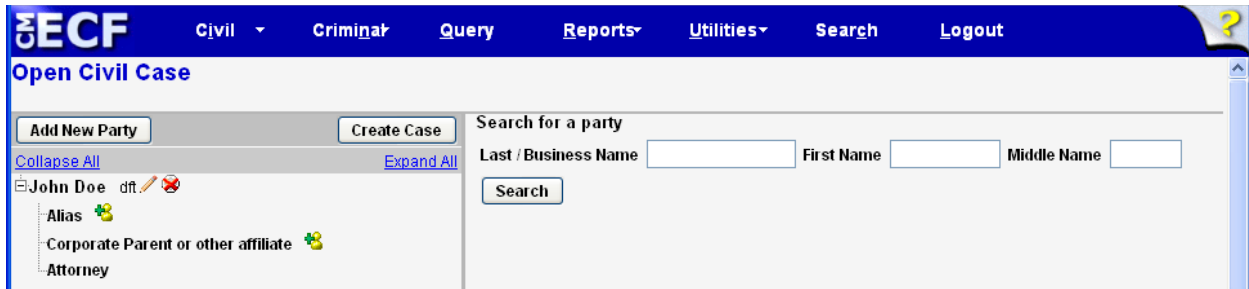
At the bottom of the form, there is an "Add Party" button and a link "Start a New Search".

FUNCTIONAL ICONS

The **Expand All** hyperlink displays all the participants in the case, once they are added. The **Collapse All** hyperlink displays only the parties in the case, with the other participants collapsed in the tree. Also present in the participant tree are functional icons.

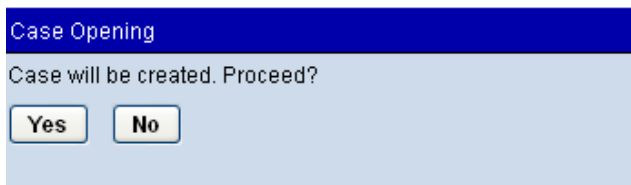
-  Delete this party from this case.
-  Add new alias, corporate parent.
-  Edit the party, alias, or corporate parent. Only displays beside actual names of participants, so if no participant has been added, this icon is suppressed.


The right pane of the screen returns to search for a party. Add all of the parties as they appear in the caption of your initiating document in accordance with the Court's [Instructions for Searching and Adding Parties](#).



Select “Create Case” only when you are finished adding all parties.

Select Yes



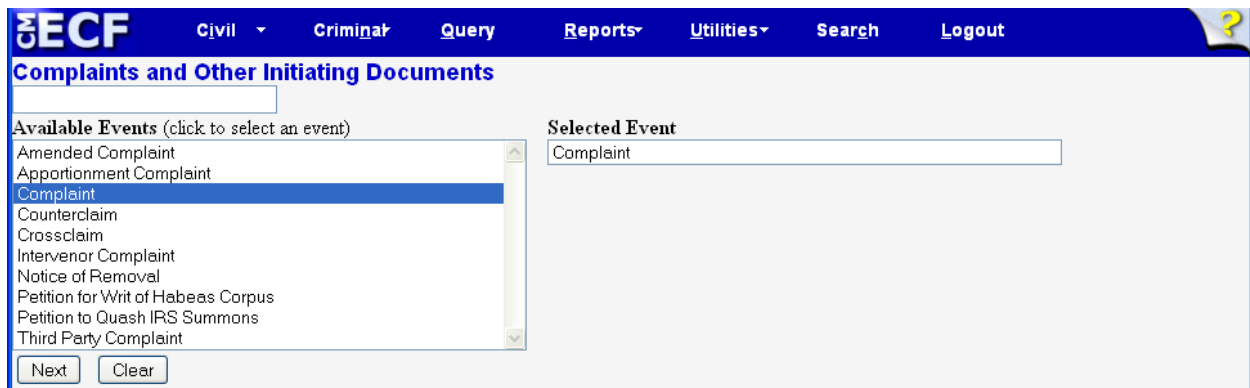
Once the case has been created it is too late to click the back button  on your browser. If you realize you made a mistake and it is during normal business hours, do not proceed further but contact the Clerk's office for assistance. If you made a mistake during the case opening process and it is outside business hours, please proceed to docket the lead event to maintain/preserve the file date and send an email to QualityControl@ctd.uscourts.gov explaining the circumstances and someone will respond during business hours.

DOCKETING LEAD EVENT

User will be prompted [CLICK HERE TO DOCKET LEAD EVENT NOW!](#)

Select the appropriate event.

Select Next



ECF Civil Criminal Query Reports Utilities Search Logout

Complaints and Other Initiating Documents

Available Events (click to select an event)

- Amended Complaint
- Apportionment Complaint
- Complaint**
- Counterclaim
- Crossclaim
- Intervenor Complaint
- Notice of Removal
- Petition for Writ of Habeas Corpus
- Petition to Quash IRS Summons
- Third Party Complaint

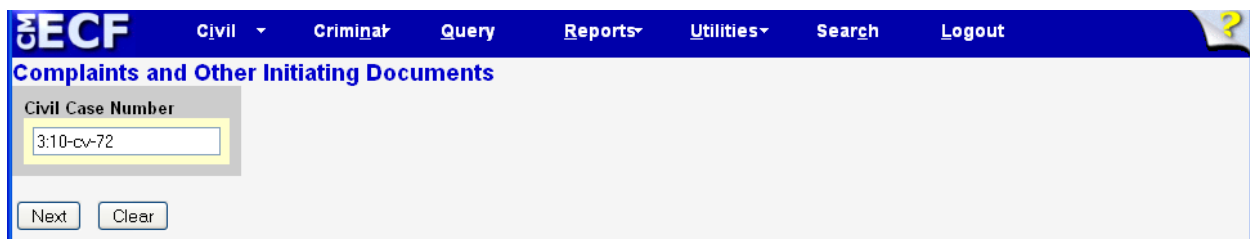
Selected Event

Complaint

Next Clear

Your new case number will be automatically generated.

Select Next



ECF Civil Criminal Query Reports Utilities Search Logout

Complaints and Other Initiating Documents

Civil Case Number

3:10-cv-72

Next Clear

Verify short caption.

Select Next



ECF Civil Criminal Query Reports Utilities Search Logout

Complaints and Other Initiating Documents

3:10-cv-00072 Doe v. Mouse

Next Clear

Select the filer.

Select Next

The screenshot shows the ECF (Electronic Case Filing) system interface. The top navigation bar includes links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main heading is "Complaints and Other Initiating Documents". Below this, the case number "3:10-cv-00072 Doe v. Mouse" is displayed. On the left, there is a "Pick Filer" section with a "Collapse All" and "Expand All" link. Under "Expand All", the case number "3:10-cv-72" is listed, followed by "John Doe pla" and "Minnie T. Mouse dft". On the right, the "Select the filer." section is active, showing a "Select the Party:" dropdown menu with "Doe, John [pla]" and "Mouse, Minnie T. [dft]" as options. At the bottom of this section are "Next", "Clear", and "New Filer" buttons.

Check the box to the left of the party name to associate yourself with the party.

Select Next

The screenshot shows the ECF system interface for checking attorney/party associations. The top navigation bar is the same as the previous screenshot. The main heading is "Complaints and Other Initiating Documents". Below this, the case number "3:10-cv-00072 Doe v. Mouse" is displayed. The text "The following attorney/party associations do not exist for the above case(s)." is shown, followed by "Please check the box on the left of the screen for associations which should be created." and "If the association should *not* be created, be sure the box is *unchecked*:". Below this, there is a checkbox labeled "John Doe (pty:pla) represented by Attorney2 (aty)". At the bottom of this section are "Next" and "Clear" buttons.

Select the appropriate party that this filing is against. If you are filing a *Notice of Removal*, this filing is against the plaintiff.

Select Next

ECF Civil Criminal Query Reports Utilities Search Logout

Complaints and Other Initiating Documents
[3:10-cv-00073 Doe v. Mouse et al](#)

Pick Party
[Collapse All](#) [Expand All](#)
3:10-cv-73
John Doe pla
Donald Duck dft
Minnie T. Mouse dft

Please select the party that this filing is against.

Select the Party: OR Select a Group:

Doe, John [pla]
Duck, Donald [dft]
Mouse, Minnie T. [dft]

☒ No Group
☐ All Defendants
☐ All Plaintiffs
☐ All Parties

Next Clear New Party

Browse for your PDF document>right click>open document and verify>add necessary attachments. ****All filings must contain either an electronic or a scanned signature****

Select Next

ECF Civil Criminal Query Reports Utilities Search Logout

Complaints and Other Initiating Documents
[3:10-cv-00073 Doe v. Mouse](#)

Select the pdf document and any attachments.

Main Document
N:\TRAINER\CM_ECF\complaint.pdf [Browse...](#)

Attachments	Category	Description
1. Browse...	<input type="text"/>	<input type="text"/>

Next Clear

Verify your case number.

Select Next

ECF Civil Criminal Query Reports Utilities Search Logout

Complaints and Other Initiating Documents
[3:10-cv-00073 Doe v. Mouse et al](#)

Next Clear

ELECTRONIC SUMMONS INFORMATION

IF YOU REQUIRE A SUMMONS, AFTER YOU SUCCESSFULLY EFILE YOUR COMPLAINT, PLEASE SUBMIT YOUR REQUEST USING THE EVENT REQUEST TO ISSUE SUMMONS LOCATED IN THE SERVICE OF PROCESS GROUP.

Select Next



ECF Civil Criminal Query Reports Utilities Search Logout

Complaints and Other Initiating Documents

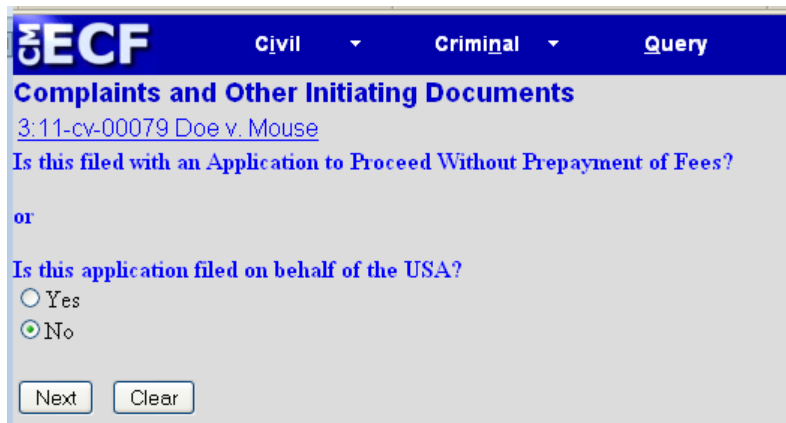
[3:11-cv-00157 Doe v. Mouse](#)

IF YOU REQUIRE A SUMMONS, AFTER YOU SUCCESSFULLY EFILE YOUR COMPLAINT, PLEASE SUBMIT YOUR REQUEST USING THE EVENT REQUEST TO ISSUE SUMMONS LOCATED IN THE SERVICE OF PROCESS GROUP.

Next Clear

Unless you are filing on behalf of the USA, or are filing a Motion to Proceed In Forma Pauperis, you must answer “No” on this screen.

Select Next



ECF Civil Criminal Query

Complaints and Other Initiating Documents

[3:11-cv-00079 Doe v. Mouse](#)

Is this filed with an Application to Proceed Without Prepayment of Fees?

or

Is this application filed on behalf of the USA?

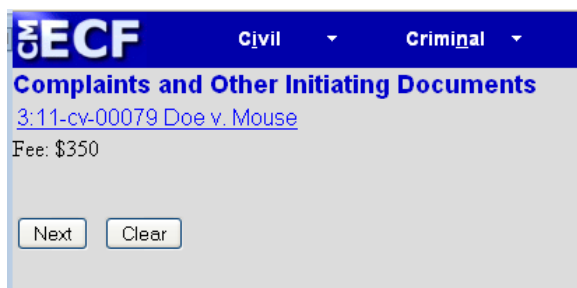
☐ Yes

☒ No

Next Clear

By selecting “Next” you will be prompted to enter payment information. **Payment processing screen will be loaded. This process might take a few seconds.**

Select Next



ECF Civil Criminal

Complaints and Other Initiating Documents

[3:11-cv-00079 Doe v. Mouse](#)

Fee: \$350

Next Clear

ENTERING PAYMENT INFORMATION

- This is the first screen of the Pay.gov process. There are two screens. Note that all fields marked with the asterisk are required to be completed.
- The Account Holder does not need to be the same as the attorney filer. For example, the credit card being used could be that of the law firm.
- This is a secure site. The payment goes directly from this screen to the United States Treasury.
- After payment of the filing fee, you **MUST** continue with the docket transaction until its completion. Failure to continue will result in your credit card being charged, with no record of your entry on the docket.

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$350.00

Billing Address: *


Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country:

Card Type: * 

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: * [Help finding your security code](#)

Expiration Date: * / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

AUTHORIZING PAYMENT INFORMATION

- The final payment screen provides the filer with an opportunity to authorize the payment. The only required field on this screen is the Authorization Box, which must be checked to continue. If you fail to check the box, the transaction will not be completed and Pay.gov will return to this screen until the authorization is marked.
- The e-mail confirmation receipt does not need to be the same e-mail address as the attorney filer. For example, the user may wish the credit card receipt be e-mailed to your finance office.
- Note that the e-mail address is not a required field. If it is left blank, no email receipt will be generated from Pay.gov.

Select Submit Payment

Online Payment [Return to your originating application](#)

Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: pilot1 450 Main Billing Address: Street Billing Address 2: City: State / Province: Zip / Postal Code: Country: USA	Card Type: Visa Card Number: *****2222	Payment Amount: \$350.00 Transaction Date: 03/23/2011 15:50 and Time: EDT

Email Confirmation Receipt
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.
Email Address:
Confirm Email Address:
CC:
Separate multiple email addresses with a comma

Authorization and Disclosure
Required fields are indicated with a red asterisk *
I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. ☒ *
Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

TRANSACTION COMPLETE SCREEN

By selecting “Next” your transaction will be complete.

Select Next

The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the bar, the page title is "Complaints and Other Initiating Documents" with a link to "3:11-cv-00157 Doe v. Mouse". The main content area has a light gray background. It displays "Docket Text: Final Text" followed by a yellow-highlighted line: "COMPLAINT against Minnie Mouse (Filing fee \$350 receipt number 0205-147647.), filed by John Doe.(pilot1,)". Below this is a red "Attention!" warning: "Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." It then asks "Have you redacted?". Under "Source Document Path (for confirmation only):", it shows "COMPLAINT.pdf pages: 1". At the bottom are "Next" and "Clear" buttons.

Notice of Electronic Filing is generated.

The screenshot shows the "Notice of Electronic Filing" screen in the ECF system. The top navigation bar is identical to the previous screen. The page title is "Complaints and Other Initiating Documents" with a link to "3:11-cv-00157 Doe v. Mouse". The main content area has a light gray background. It displays "U.S. District Court" and "United States District Court for the District of Connecticut TEST DATABASE". Below this is the heading "Notice of Electronic Filing". The text states: "The following transaction was entered by pilot1, on 5/9/2011 at 10:45 AM EDT and filed on 5/9/2011". It lists the following details: "Case Name: Doe v. Mouse", "Case Number: 3:11-cv-00157", "Filer: John Doe", "Document Number: 1", and "Judge(s) Assigned: None (please contact the court)". Below this is the "Docket Text:" section, which shows "COMPLAINT against Minnie Mouse (Filing fee \$350 receipt number 0205-147647.), filed by John Doe.(pilot1,)". Further down, it states "3:11-cv-00157 Notice has been electronically mailed to:" and "3:11-cv-00157 Notice has been delivered by other means to:" followed by "pilot1". At the bottom, it says "The following document(s) are associated with this transaction:" and lists "Document description: Main Document", "Original filename: n/a", and "Electronic document Stamp: [STAMP dcccStamp_ID=1034868047 [Date=5/9/2011] [FileNumber=66679-0] [5c592dcc6990a2ebd3259e1430cc95f85a2429926cb9de48a11585c77858a8416a12efdb807d5ad67111abcc64cd19681a64a7b8738732fa90ad2520a3de4641]]".

The Clerk's office will notify you of the random judge assignment. All standard case opening orders and requested summonses will be issued electronically after the judge has been assigned.

For cases filed with a Motion to Proceed In Forma Pauperis, requested summonses will be issued electronically after the granting of the Motion.